



City of Alamo Heights
Boards & Commissions
Project Review Application
Planning & Development Services Dept
6116 Broadway, Alamo Heights, Texas 78209
v: (210) 826-0516 f: (210) 822-5181

Case#: _____
Meeting date: _____

Case#: _____
Meeting date: _____

Date submitted: _____ (Must be submitted 15 days prior to the proposed meeting date)

Project Review Requested: ☐ **Architectural Review Board** ☐ **Board of Adjustment** ☐ **Planning and Zoning**

Address for project review: _____ Zoning: _____

Legal description: NCB _____ Block _____ Lot(s) _____

Property owner's name (print): _____

Property owner's address (if different): _____

Property Owner's phone#: _____ Email address: _____

(if different than owner)

Applicant's name (print): _____

Applicant's address (if different): _____

Applicant's phone#: _____ Email address: _____

Owner/Applicant is requesting permission to: (Clearly describe the request for project review and list any zoning variances requested.) 1. _____

2. _____

3. _____

4. _____

I, _____, certify that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and no case will be scheduled for a meeting until all required documents have been received, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances. **APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. PERMITS MUST BE OBTAINED FROM THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY**

Signature of Property Owner (required): _____ Date: _____

Signature of Applicant (required): _____ Date: _____

City of Alamo Heights
Planning & Development Services Department
Letter of Authorization

Date: _____

Applicant understands the following:

1. If the Board/Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Planning & Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Board/Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied.
3. If the applicant does not concur with a Board/Commission's recommendation, appeal to the City Council must be made within thirty (30) days after receipt of the board's recommendation.

WHILE IT IS ALWAYS RECOMMENDED THAT THE PROPERTY OWNER ATTEND THE SCHEDULED MEETING, IT IS NOT REQUIRED SO LONG AS APPROPRIATE REPRESENTATION IS PROVIDED. IF THE PROPERTY OWNER DOES NOT APPEAR BEFORE THE BOARD OR COMMISSION, THE PERSON REPRESENTING THE OWNER MUST PROVIDE THIS LETTER OF AUTHORIZATION TO THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT OR THE CASE WILL NOT BE HEARD.

PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

I hereby authorize _____ of _____

at _____ to represent me in matters pertaining to this case.

Property owner's name (print): _____

Property owner's address: _____ City _____ State _____

Property Owner's phone#: _____ Email address: _____

Property owner's signature: _____

CITY OF ALAMO HEIGHTS
BOARDS AND COMMISSIONS
PROJECT REVIEW REQUIRED PACKET CHECKLIST

All background materials needed to support the applicant's request must be submitted to the Planning & Development Services Department **PRIOR** to scheduling the case before the Commission. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date. Any last minute changes must be shown on revised plans. These are to be submitted and placed in file prior to meeting.

All application packets for a board or commission project review must be submitted as follows unless specifically written:

- One (1) copy of the attached Project Review Application
- One (1) electronic (pdf) copy of the application documents (on a CD; not required for signage proposals)
- Paper copies of the demolition or proposed plan(s) documents:
 - **Twenty (20)** 11" x 17" (maximum size), color copies of ARB demolition or proposed plan(s) application packets; **Twelve (12)** 11"x17" (maximum size), color copies of ARB sign or BOA application packets; **Twenty-five (25)** copies of P&Z Commission application packets
 - Stapled or bound together as "packets" (this is your "packet" that will be submitted to the Board/Commission/Council members for review)

The following sections describe the information required to be submitted within each packet for project review. All plan documents required for project review must be architectural type plans which are drawn/printed to scale and fully dimensioned. Please mark each category appropriately and submit with your application.

I. Check Where Applicable:

- A. ☐ Residence and/or Duplex
- B. ☐ Apartments and/or Commercial

II. Architectural Review Board

- A. ☐ Preliminary Review (conceptual only)
- i. ☐ Demolition Review
 - 1. Includes both existing structures and replacement structures
 - ii. ☐ Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
 - iii. ☐ New construction
 - 1. (does not include replacement structures under the demolition review process)
- B. ☐ Final Review
- i. ☐ Demolition Review
 - 1. Includes both existing structures and replacement structures

- ii. ☐ **Addition/Alteration** to an existing structure (Construction cost > \$50,000, multi-family or commercial only)
- iii. ☐ **New construction**
 - 1. (does not include replacement structures under the demolition review process)

C. ☐ **Landscape only**

D. ☐ **Signs only**

III. Board of Adjustment

E. ☐ **Zoning variance request**

IV. Planning and Zoning Commission

F. ☐ **Plat/re-plat**

G. ☐ **Zoning change**

II. Architectural Review Board

A. **Preliminary review** is not required but may be requested by the applicant to get a conceptual idea of the concerns of the public, the board, and the final requirements prior to investing in full plan development.

i. **Demolition Review** Includes both existing structures and replacement structures

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing and proposed lot coverage calculation
 - Existing and proposed floor area ratio calculation
 - Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Renderings of proposed replacement structures
- ☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain

ii. **Addition/Alteration** to an existing structure (Construction cost > \$50,000, multi-family or commercial uses only)

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing and proposed lot coverage calculation
 - Existing and proposed floor area ratio calculation
 - Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Renderings of proposed structure(s) elevations
- ☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan

iii. **New construction** does not include replacement structures under the demolition review process

- ☐ Detailed description of the proposed project review

- Written description(s) of project
- Existing and proposed lot coverage calculation
- Existing and proposed floor area ratio calculation
- Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Renderings of proposed structure(s) elevations
- ☐ Existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan

B. Final Review includes a review of the entire project including civil and architectural design, landscaping, signage, etc. MEP's, foundation plans are not required for board review.

i. Demolition Review Includes both existing structures and replacement structures

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing and proposed lot coverage calculation
 - Existing and proposed floor area ratio calculation
 - Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Panoramic photograph of the existing front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the existing block-face appearance of the 5 existing properties
- ☐ Panoramic photograph of the proposed front elevation of the property submitted for review along with the front elevations of the two (2) adjacent properties to the left and right. The photo should depict the proposed block-face appearance of the 4 existing properties with the proposed replacement structure super-imposed on the subject property
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed replacement structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain

ii. Addition/Alteration to an existing structure (Construction cost > \$50,000, multi-family or commercial uses only)

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing and proposed lot coverage calculation
 - Existing and proposed floor area ratio calculation
 - Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan

iii. New construction does not include replacement structures under the demolition review process

- ☐ Detailed description of the proposed project review
 - Written description(s) of project
 - Existing and proposed lot coverage calculation

- Existing and proposed floor area ratio calculation
- Existing and proposed heights
- ☐ Photographs of existing structure (all exterior sides of structure)
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights
- ☐ Drawn to scale and dimensioned existing roof plan which reflects the existing square footage of roof to be demolished/encapsulated and the existing square footage to remain
- ☐ Drawn to scale and dimensioned landscape/lighting plan

C. Landscape only

- ☐ Detailed description of the proposed project review
 - Written description of project
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
 - Existing and proposed drainage patterns must be indicated
- ☐ Drawn to scale and dimensioned landscape/lighting plan

D. Signs

- ☐ Detailed, written description of the proposed project (i.e., a cover letter describing the scope of your project, including your proposed window/door decals, banner, awning signage, etc.)
- ☐ Site plan or location map of proposed project
- ☐ Working scale drawings/specifications
- ☐ **Scaled** drawing of sign in relation to structure
- ☐ Photograph of location of proposed signage on structure/property (include 2+ tenants on each side of your proposed signage location in panoramic style)
- ☐ Photographs of existing structure and all exterior sides affected by proposed work (including photo(s) taken from street view)
- ☐ Type of materials to be used for sign (noted on plans/drawings)
- ☐ Colors (samples) as applied to sign (noted on plans/drawings)
- ☐ Size/style of lettering (noted on plans/drawings)
- ☐ Illumination description (i.e., are you illuminating the sign(s)? How? What type of electrical?)

III. Board of Adjustment

E. Zoning Variance

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing conditions related to proposed variances
 - Description of specific hardships related to the property
- ☐ Photographs of existing structure as related to proposed variances
- ☐ Drawn to scale and dimensioned existing and proposed site plan/survey
- ☐ Drawn to scale and dimensioned floor plans and elevations of the proposed structure
 - Elevations must include existing grade, average grade, and finished floor heights

IV. Planning and Zoning Commission

F. Plat/Re-plat

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Existing property conditions related to proposed plat/re-plat changes
- ☐ One (1) electronic (pdf) copy of the proposed plat/re-plat
- ☐ Two (2) paper copies of the proposed plat/re-plat document
- ☐ One (1) milar copy of the proposed plat/re-plat document

G. Zoning change

- ☐ Detailed description of the proposed project review
 - Written description of project

- Existing zoning regulations
- Proposed zoning regulations
- Conditions related to existing zoning regulations and justification for revisions to existing standards
- Plan document showing examples of existing standards vs. proposed standards

H. Specific Use Permit

- ☐ Detailed description of the proposed project review
 - Written description of project
 - Documents required checklist, completed and signed by the applicant
 - Technical required checklist, completed and signed by the applicant
 - **25 copies** of the following:
 - Plan documents scaled to fit on 11"x17" sheets,
 - Plan documents shall be scaled and shall include:
 - Current survey,
 - Proposed site layout to include:
 - Location map, north arrow, scale,
 - Building orientation,
 - Access points,
 - Parking dimensioned,
 - Square footage of all buildings by unit,
 - Preliminary signage,
 - Trash collection method and location.
 - Elevations for each side of the existing/proposed structure,
 - Landscape plan

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED PROJECT REVIEW COMMISSION MEETING.

Applicant signature:_____

Date:_____